DAYA BERSIH
Member of International Islamic University Malaysia

MAHALLAH TALHAH OFFICE, LEVEL 1
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
JALAN SULTAN AHMAD SHAH, BANDAR INDERA MAHKOTA, 25200 KUANTAN
TEL : 09-5751517

SUMMARY
UNIT/TEAM : CUSTODIAL TEAM

REF NO.: DBSB/PROC/KTN/2026/RFT/04

PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING MANPOWER AT INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) KUANTAN CAMPUS.

NO.	DESCRIPTIONS	AMOUNT (RM)
1.0	PRELIMINARIES	NA
2.0	SUPPLY OF CLEANING MANPOWER	
	TOTAL AMOUNT FOR 1 MONTH (RM)	
	ADD SST 8% (if Applicable)	
	GRAND TOTAL AMOUNT FOR 1 MONTH (RM) (All prices quoted herein are inclusive of SST)	
	TOTAL AMOUNT FOR 2 MONTHS (RM)	
	ADD SST 8% (if Applicable)	
	GRAND TOTAL AMOUNT FOR 2 MONTHS (RM) (All prices quoted herein are inclusive of SST)	

Remarks:

1) The tendered price in this RFT ref no.: **DBSB/PROC/KTN/2026/RFT/04** will be the contract price during the contract period.
2) The tendered price for RFT Ref. No. **DBSB/PROC/KTN/2026/RFT/04** shall be valid for the ensuing Six (6) months.

THE TOTAL AMOUNT OF THE TENDER FOR 2 MONTHS IN WORDS
RINGGIT MALAYSIA:

I hereby certify that all descriptions are correct and all the offered price included the costs involved in refining the scope of services required by this tender.

Signature of Tenderer:

.....
Name:
Designation:
Date:
Company Stamp:

Signature of Witness:

.....
Name:
Designation:
Date:
Company Stamp:

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BILL OF QUANTITY (BQ)
UNIT/TEAM : CUSTODIAL TEAM

REF NO.: DBSB/PROC/KTN/2026/RFT/04

PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING MANPOWER AT INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) KUANTAN CAMPUS.

NO.	DESCRIPTION	QTY	FREQUENCY	RATE (RM)	AMOUNT (RM)
1.0	**PRELIMINARIES**				
A	Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work. (Please refer location as per *Attachment I*)	L/S	-		
B	Apply workers pass by liaise with related authorities and DBSB representative for reporting procedure before work commencement.				
C	Contractor should obtain the following guideline imposed for servicing and maintenance works:	L/S	-		
	i) Obtain valid pass for workers at DBSB office before starting the work and always display the pass during working hour.				
	ii) Workers should comply with the safety regulations and guideline imposed by Safety and Health Department of DBSB and OSHBE. Workers are required to be vaccinated and submit the proof/ certificate to DBSB before start work.				
	iii) Wearing suitable PPE equipment and uniforms at site				
	iv) Contractor should follow the quantity of workers to complete the above services within the required frequency and time frame by DBSB.				
	v) The tools and equipment should be stored in proper space during rest time and after working hour.				
	vi) To ensure all debris to be transported outside IIUM Campus and makegood of IIUM properties if any.				
D	Insurance coverage using takaful insurance for workmanship compensation and public liability within the duration of contract. and must be submitted to DBSB before starting work. (as required)				
E	To supply manpower as per requirement in Attachment 1. Working days and hour for cleaning services works as follows:				
	i) Days: Monday - Saturday Time: 7.00am - 4.30pm (Mon- Fri) 7.00am- 1.00pm (Sat) Attendence: Use DBSB system				
F	Any requirement for work during Public Holiday and Weekend should be informed to the supervisor or person in charge				
G	Reporting Procedures:				
	i) Prepare and submit monthly report of staff attendance for claim purposes	L/S	Monthly		
H	Documentation and Requirements:	L/S	-		
	i) To identify and recruit the right candidate for appointment as workers as per DBSB requirement and approval;				
	ii) To calculate and pay monthly wages of the workers and whenever applicable including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO)				
	iii) To manage timely payroll for these recruited staff;				
	iv) To prepare contract documentation and staff movement (appointment, termination, resignation, warning letter, etc.)				
	v) To ensure that the workers diligently abide the daily working hours which under normal circumstances, shall be 8 hours per days (7.00 am -4.30 p.m) excluding break periods from 1.00 p.m - 2.00 p.m; or any other working hours as prescribed by DBSB.				
I	To attend monthly meeting required by DBSB Representatives / Management	L/S			
J	To ensure all chemical items is well kept, tagging, and follow the regulation required by DBSB and related authorities. (as required)	L/S			
K	Contractor should provide basic First Aid Kits to be used during any emergencies at store.	L/S			
	TOTAL PRELIMINARIES (RM)			NA	NA

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BILL OF QUANTITY (BQ)
UNIT/TEAM : CUSTODIAL TEAM

REF NO.: DBSB/PROC/KTN/2026/RFT/04

PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING MANPOWER AT INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) KUANTAN CAMPUS.

NO.	DESCRIPTION	UNIT	QTY	MONTHLY PRICE (RM)	2 MONTHS PRICE (RM)
2.0	**MANPOWER SUPPLY FOR CLEANING SERVICES** **GENERAL WORKERS** a) The workers are mentally and physically fit to work. The workers also must be free from any criminal record. b) The foreign workers must comply with the Malaysian Government's policies on health requirement of foreign workers. All the foreign workers should be free from any communicable diseases. (FOMEMA) c) All foreign workers must have valid passport for three (3) years, valid working permit and abide by the Law of Malaysia. d) The minimum age for the worker is 18 years old and the maximum age of the worker is 55 years old. e) The workers are well trained and must attend refersh training from the appointed specialist at least once a year. New workers must attend DBSB Environmental Safety & Health induction course f) The workers monthly wages must be paid including overtime, allowance, incentive, Employee Provident Fund ("EPF") and Social Security Organization (SOCSO) g) The workers must wear uniform at all time during working hour in IIUM Campus and comply with requirement set by DBSB Environmental Safety & Health Department as well as rule @regulation set by the University h) Uniform must be provided by the contractor 2 pieces /pax/year	person	73		
TOTAL MANPOWER FOR CLEANING (RM)					

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BILL OF QUANTITY (BQ) (ATTACHMENT I)
UNIT/TEAM : CUSTODIAL TEAM

REF NO.: DBSB/PROC/KTN/2026/RFT/04

PROPOSED MAINTENANCE CONTRACT FOR SUPPLY OF CLEANING MANPOWER AT INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM) KUANTAN CAMPUS.

NO	LOCATION	DBSB PROPOSED REQUIREMENT		SECOND OPTION
		NO OF WORKERS	COMPLY/NOT COMPLY	CONTRACTOR SUGGESTION
3.0	**LOCATIONS AND NUMBER OF WORKERS**			
1	Office Campus Director (OCD)	4		
2	Kuliyyah of Nursing (KON)	3		
3	One Stop Centre (OSC)	2		
4	Kuliyyah of Dentistry (KOD)	7		
5	Kuyliyyah Of Medicine (KOM)	4		
6	Kuliyyah Of Pharmacy (KOP)	6		
7	Mosque	3		
8	Mahallah Talhah	5		
9	Mahallah Maimunah	5		
10	Kuliyyah Of Aliaed Health Science (KAHS)	7		
11	Kuliyyah Of Science (KOS)	16		
12	Sport Complex	3		
13	Library	2		
14	Jalan Hospital Campus (JHB)	3		
15	Mahallah Tabari	3		
TOTAL		**73**		

Note: 1) If contractor agreed with first option, please state comply

2) If contractor not agreed with first option, please state not comply and fill in the second option

Signature of Tenderer

.....
Name:
Designation:
Date:

Signature of Witness

.....
Name:
Designation:
Date: